Alabama Board of Nursing Education Programs
Document Checklist for Site Visits

Create folders that match the **Section** (headers) on your flash drive. Following this format will provide an efficient way for your program to load and check all documents are included, as well for the Board's review.

Check ✓	Section	Documents
	Governing Institution	1. Accreditation (Institution) 2. Organizational chart 3. University/College Policies: Admissions, Progression, Graduation, Transfer, Withdrawal, Dismissal Policies, Grievances & Appeals, ADA
	Nursing Education Program	1. Accreditation (Nursing Program) 2. Budget for Nursing Program 3. Job description and/or institutional qualifications for Dean/Program Director Faculty, Clinical Supervisors/Adjuncts, and others employed by the Program 4. Educational and Experiential qualifications (spreadsheet on website) of Program Director/Faculty/Clinical Supervisors-Adjuncts 5. Nursing Program Policies: Admissions, Progression, Graduation, Transfer, Withdrawal, Dismissal, Remediation, Standardized Testing, High stakes testing, Grievances & Appeals, and ADA Policies and Student notification of course/clinical changes, <u>if any are different from Governing Institution's policies.</u> 6. List of Clinical Affiliations for the program, with type of clinical experience (form available on website) 7. Minutes of meetings (curriculum faculty, clinical affiliation, etc.) for one (1) previous year, showing faculty and student involvement in governance. 8. Nursing Student Handbook. 9. Education Facilities Tool (form available on website)

	Curriculum	1. Program Plan of Study/Progression for your CURRENT curriculum
		2. Summary of all Pre- & Co-Requisite Non-Nursing courses (form on website)
		3. Summary of NURSING curriculum courses (form on website) and the following:
		   a. Course Syllabus, Learning outcomes and objectives per course
		   b. Course outlines
		   c. Planned clinical assignments and schedules per course
		   d. Simulation experiences per course

	Clinical Experiences	1. A Blank Clinical Evaluation Tool for (3) Example Courses 2. (3) Examples of students and preceptor information related to clinical experiences 3. (3) Examples of Instructor evaluations of students from clinical experiences 4. (3) Examples of student's written work from clinical experiences
	Outcomes	1. Systematic Plan of Evaluation of ***the total Program*** 2. Graduation, attrition rates from the last (3) years 3. (3) Evaluations of Faculty/Clinical instructors by Program Director 4. (3) Student evaluations of courses and faculty/instructors 5. Feedback from Clinical affiliates 6. (6) Exit surveys of graduates